

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

Department of Social Services  
744 P Street MS 9-5-80  
Sacramento, CA 95814



Employee Name	WAGNER, JOHN
Expense Dates	10/14/10-10/23/10
Total Expense Amount	405.40
Amount Due Employee	75.00
Form ID	TEA000748727

**EXPENSE EXCEPTION(S)**

	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	

I have reviewed the following documents.

Approved  
by:

Nancy Lee

## Travel & Expense Account Summary

Employee Name                      JOHN WAGNER  
Expense Dates                      10/14/10-10/23/10  
Report Name                        6010 - Fairfield and LA, Oct, 2010

Request Total    \$     405.40  
Direct Charge Total   -     330.40  
Travel Advances   -        0.00  
Net Due Employee   =     75.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CalFresh	362.40
Regular Travel	Fairfield	43.00

NOTE: (d)=Direct Charge

DATE	Thu Oct 14									TOTAL
Mileage, Personal Auto	43.00									43.00
<b>TOTALS \$</b>	<b>43.00</b>									<b>43.00</b>

DATE	Sat Oct 23									TOTAL
Breakfast	6.00									6.00
Mileage, Personal Auto	17.00									17.00
Parking, Auto	9.00									9.00
Commercial Air Fare (d)	330.40									330.40
<b>TOTALS \$</b>	<b>362.40</b>									<b>362.40</b>

<b>Travel &amp; Expense Account Summary &amp; Detail</b>
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Fairfield	10/14/10	Mileage, Personal Auto	43.00	Cash
Regular Travel	CalFresh	10/23/10	Breakfast	6.00	Cash
Regular Travel	CalFresh	10/23/10	Mileage, Personal Auto	17.00	Cash
Regular Travel	CalFresh	10/23/10	Parking, Auto	9.00	Cash
Regular Travel	CalFresh	10/23/10	Commercial Air Fare	330.40	Direct Charge

**Travel & Expense Account  
Summary & Detail**

**Comments**

Subject	Comment
Lunch on 10/23/10 for 10.00	Claiming lunch due to 10/23 is a saturday, non-working day.
Parking, Auto on 10/23/10 for 9.00	economy parking rate at airport is \$9/day. Amount reduced to \$9 instead of \$15. vu
Commercial Air Fare on 10/23/10 for 330.40	trip is less than 24 hour. Lunch is not allowed on trips less than 24 hours. vu
Approve/Return	approved by vu